

As of 17 January 1955, according to reports from Staff and Division Records Officers, there are on hand in CS the following types and quantity of file equipment:

(1)	Safefiles, 4 drawer legal size	2,331
(2)	Safefiles, 4 drawer letter size	43
(3)	Safefiles, 2 drawer letter size	3
(4)	Safefiles, 2 drawer legal size	101
(5)	Safefiles, visable (Kardex)	104
(6)	Safefiles, 5 drawer, card size	169
(7)	Safefiles, 8 drawer, microfilm	11
(8)	Safes, all sizes	27
(9)	File cabinets, 5 drawer, legal size	527
(10)	File cabinets, 4 drawer, legal size	55
(11)	File cabinets, 4 drawer, letter size	1
(12)	File cabinet, 10 drawer, card size	349
(13)	Map Case, sections	99
(14)	Supply cabinets, used for records storage	66
(15)	Equipment, miscellaneous	23

The above is an excerpt from the Memo from Chief, RI to Chief, Records Management Division dated 17 January 1955 regarding Statistical Information on the CS Records Management Program